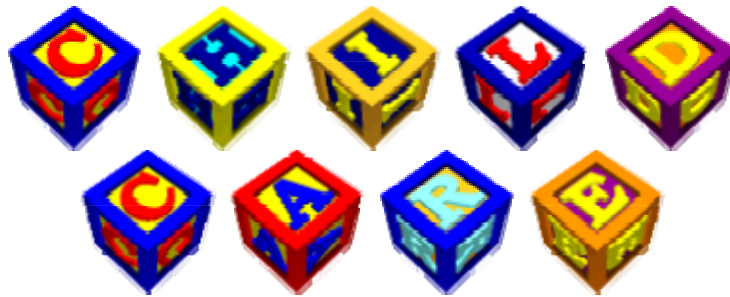


DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



COMMUNITY CARE LICENSING DIVISION



UPDATE

**October 2005****CORRECTED VERSION ISSUED NOVEMBER 3, 2005**

Greetings to the Child Care Community

This is the fourth Update for 2005 and we are in the twelfth year of our efforts to keep the child care community informed about licensing programs and services. The Updates continue to be an important method for sharing information. We appreciate your support in sharing these Updates with those in your organization and others interested in child care issues.

Those of you who receive these Updates via email can find the topic of your choice in each Update without having to scroll down. Just put your cursor over the blue highlighted subject heading that you wish to review, hold down the control and shift buttons at the same time, and you will be taken to that area of the Update.

TOPIC INDEX

[HALLOWEEN SAFETY](#)

[FIRE PREVENTION](#)

[PREVENTIVE HEALTH PRACTICES TRAINING](#)

[DISASTER PREPAREDNESS](#)

[Immunizations](#)

[Access to Immunization Records from Alabama, Mississippi and Louisiana](#)

[CHILD CARE LICENSING WEBSITE UPDATE](#)

[On-Line Fee Payments](#)

[Website Improvements](#)

[CHANGE OF OFFICE COVERAGE](#)

[ACCESSING REGULATIONS AND THE EVALUATOR MANUAL](#)

[LICENSED CHILD CARE STATISTICS](#)

[SUMMARY](#)



HALLOWEEN SAFETY

Halloween is an exciting time of year for kids, and to help ensure they have a safe and healthy holiday, take some tips from the [American Academy of Pediatrics \(AAP\)](#). If you click on the blue link, it will take you to their Halloween Safety Tips web page and will

provide you with information regarding safe Halloween costumes, carving pumpkins, home safety, safety on the trick-or-treat trail, and nutrition.

FIRE PREVENTION

October 9th - 15th was National Fire Prevention Week (NFPW). The National Fire Protection Association's logo this year is **"USE CANDLES WITH CARE."**

Candles are a major cause of home fires. Candle fires have tripled over the last decade. Candle-related injuries accounted for 15,300 emergency room visits in 2003, almost three times the 5,300 in 1991. Forty-one percent of home candle fires started in the bedroom, with small children more likely than the rest of the population to die in a fire caused by candles. December is the peak month for using candles with Christmas day being the peak day.

You can access the California Department of Social Services (CDSS) NFPW display and obtain detailed information regarding candle safety at:
<http://www.dss.ca.gov/CDSS/NFPW/CDSSNFPW.html>.

PREVENTIVE HEALTH PRACTICES TRAINING

The Child Care Program has received a number of questions regarding the requirements for health and safety training. Health and Safety Code, Section 1596.866 requires, in part, that in addition to any other required training:

- At least one director or teacher of a *Child Care Center* (CCC), and each licensee of a *Family Child Care Home* (FCCH) who provides care, shall have at least 15 hours of training in preventive health practices.
- The training shall include pediatric cardiopulmonary resuscitation (CPR), pediatric first aid, recognition, management, and prevention of infectious diseases, including immunizations, and prevention of childhood injuries. The training may include instruction in sanitary food handling, child nutrition, emergency preparedness and evacuation, caring for children with special needs, and identification and reporting of signs and symptoms of child abuse.
- Upon request of the licensing agency, the licensee must show proof that required individuals have completed the training. This shall be verified by the following:

- ✓ A current pediatric cardiopulmonary resuscitation card issued either by the American Red Cross or the American Heart Association, or by a training program that has been approved by the [Emergency Medical Services Authority](#) pursuant to Section 1797.191.
 - ✓ A current pediatric first aid card issued either by the American Red Cross or by a training program that has been approved by the [Emergency Medical Services Authority](#) pursuant to Section 1797.191.
 - ✓ A certificate of completion of a course or courses in preventive health practices or certified copies of transcripts that identify the number of hours and the specific course or courses taken for training in preventive health practices. The preventative health practices training is a one-time only requirement.
- The training required shall not be provided by a home study course. This training may be provided through in-service training, workshops, or classes. Be sure to check the [Emergency Medical Services Authority](#) website for information regarding approved courses and how to apply.
 - Required participants must maintain current pediatric CPR and pediatric first aid certificates/cards at all times—renewed as required.
 - Facilities not in compliance with these requirements are in violation of Health and Safety Code, Section 1596.866; and Title 22, Division 12, Section 102415 (FCCHs), or Section 101216 (CCCs).

Pediatric CPR and Pediatric First Aid Training

A licensee of a large FCCH (maximum capacity of 14 children) must ensure that at least one person who has current certificates or cards in pediatric CPR and pediatric first aid is available at all times when children are present at the facility, or when children are offsite of the facility for facility activities. (This provision does not apply to small FCCHs, which have a maximum capacity of eight children.) This individual does not have to complete the additional units in preventive health practices and may be an assistant 14 years of age or older. An adult substitute meeting all other requirements except for having current pediatric CPR and pediatric first aid certificates, may substitute for the licensee as long as a person that has current pediatric CPR and pediatric first aid certificates is present when children are in care at the facility and during off-site facility activities.

A CCC director must ensure that at least one staff member who has current certificates or cards in pediatric CPR and pediatric first aid is available at all times when children are present at the facility, or when children are offsite of the facility for facility activities. The staff member in question does not have to complete the additional units in preventive health practices. It would be acceptable for a director or teacher with 15 hours of training to be absent from the facility as long as a staff member trained in pediatric CPR and pediatric first aid was present at the facility.

DISASTER PREPAREDNESS

Hurricanes Katrina and Rita left tremendous suffering, loss and devastation in their wake in Louisiana, Mississippi and Texas. Our hearts go out to all those affected. While it is important that we comfort and assist those in need, these tragedies also remind us of the importance of disaster preparedness.

The Community Care Licensing Division (CCLD) encourages all Child Care Facilities to review their disaster plans and conduct disaster training and drills on a regular basis. Licensees should also be aware that emergency services may not be able to reach them immediately, particularly after a large disaster. Facilities should have the means and capacity to be self-reliant for at least 72 hours following a disaster. This means that each facility should have a three-day supply of food and water, toiletries and medications for all clients and staff.

The CCLD “Disaster Planning Self-Assessment Guide for CCCs and FCCHs” and “CCCs Self-Assessment Guide, How to Make your CCC a Safer Place for Children” provide information that you can use to assist you in making preparations for disasters. You can obtain copies of these guides at:

http://ccl.dss.cahwnet.gov/ChildCareS_1941.htm.

Immunizations

Many CCCs, including the Head Start Programs in California, are enrolling children displaced by these hurricanes. There have been many questions about obtaining immunization records for these children. Health and Safety Code, Section 1597.05(b) requires, in part, the following:

- A licensee shall have 30 days after the employment of a staff person or enrollment of a child to secure records requiring information from sources not in the control of the licensee, staff person, or child. An extension can be granted where the licensee can demonstrate that further delays are beyond the control of the licensee. No additional onsite inspections for the purpose of checking completion of the designated records shall be made during the 30-day period.
- “Records” mean those types of records requiring information from sources not in the control of the facilities, and include, but are not limited to all of the following:
 - ✓ Physical examination reports by physicians and surgeons
 - ✓ Confirmation of required immunizations
 - ✓ Submission of official data describing the education qualifications of the facility staff

Access to Immunization Records from Alabama, Mississippi and Louisiana

The state immunization registries in Alabama, Mississippi and Louisiana are providing access to queries for the immunization records of children displaced by Hurricane Katrina. Between 67-94% of children under 6 years old previously residing in these states are represented in the registries. Affected California school districts and CCCs should be prepared to compile the demographic information on displaced students that is requested in the Blue Card and template form. Local Health Departments Immunization Registries can then use this information to search for immunization records on these students as needed. Please contact your California regional immunization registry <http://www.ca-siis.org/reglist.html> or Department of Health Services Immunization Branch cdirner@dhs.ca.gov for assistance in searching for records for displaced children in your jurisdiction.

CHILD CARE LICENSING WEBSITE UPDATE

On-Line Fee Payments

In the last Update (July 2005), we discussed our plans to expand payment options to licensees by accepting credit card payments online. Our website now contains a pay portal so that licensees can pay fees on-line. However, at this time, this is a pilot project and *will only be available to CCCs and FCCHs licensed by the River City Child Care Regional Office (excluding county-licensed FCCHs)*. Effective October 1st, CCC and FCCH licensees began receiving passwords, user IDs, and the necessary web address in their bills. Once we have completed the pilot project, we look forward to expanding this payment option to all others. You can access this new website by going to the CCLD webpage: www.cclld.ca.gov and then click on blue link: "New Child Care Licensing Website". Then scroll down toward the bottom of the page and click on the blue link "[Click Here](#)" under "Pay Fees Online".

If you have any questions regarding this pilot project, please contact Linda Inglett, Policy Unit Manager for the Statewide Child Care Program Office, at (916) 229-4504, or your local [Child Care Program Regional Office](#).

Website Improvements

The [Child Care Licensing website](#) has undergone more enhancements. We've added some graphics and made a few modifications to make the site more user friendly. Please take a moment to view our new look and let us know if you experience any problems or have suggestions for improvements.

CHANGE OF OFFICE COVERAGE

Coverage for Child Care Licensing programs for Marin County has been transferred from the Rohnert Park Local Unit to the Peninsula Child Care Regional Office.

ACCESSING REGULATIONS AND THE EVALUATOR MANUAL

Following are instructions for obtaining access to online Title 22, Division 12, licensing regulations, and the Community Care Licensing Evaluator Manual:

1. Go to www.cclcd.ca.gov
2. Go to the gray navigation bar area on the left-hand side of the screen and click on "[Online Evaluator Manual](#)" or "[Title 22 Regulations](#)".
3. For the Evaluator Manual, if you scroll down a ways, there are links for each Community Care Licensing program. If you scroll down even further, there are links to different subject areas of the Evaluator Manual.
4. For the Title 22 Regulations, scroll down to the appropriate category and double click it. CCC and FCCH regulations are toward the bottom of the page.
5. You can download and print copies of both of these documents for your use. If you want to print a particular page rather than an entire Evaluator Manual or set of regulations, click on the page you want to print. This will ensure that your cursor is on the correct page to be printed. Then click on the icon that looks like a printer or go to "file" and click "Print". On the print menu, in the Page Range box, click on "Current Page" and then "ok". It will print only the page that your cursor is currently on. You can also type in the page numbers that you want printed and it will print only those pages.

If you experience any problems gaining access to these documents, please let us know.

LICENSED CHILD CARE STATISTICS

Enclosed are the most recent statistics on licensed child care facilities and capacities. Further breakouts by category and location are available.

SUMMARY

If you have questions about items included in this Update, or suggestions for future topics, please contact Melissa Miller, Program Administrator, Statewide Child Care Program Office, at (916) 229-4500. You may also visit our internet website at www.cclcd.ca.gov to obtain copies of licensing Updates, office locations, provider letters, regulations, forms, the Licensing Evaluator Manual, or to learn more about licensing programs and services.

Sincerely,

(original signed by J. Frederick)
JO FREDERICK
Deputy Director
Community Care Licensing Division

Enclosures